



June 12th, 2024

MEMO TO: MINOT CIVIL SERVICE COMMISSION
Miranda Schuler
Laurie Davis
Terri Phillion

FROM: LISA JUNDT, CLERK OF COMMISSION

RE: AGENDA FOR Wednesday, June 19, 2024 AT 10:00 AM –
Council Chambers –City Hall

1. Presentation of the Proposed 2025 Annual Pay and Classification Plan for the City of Minot

The Commission will take public comment on the proposed 2025 Annual Pay and Classification Plan at this meeting.

Included is a copy of the proposed 2025 Compensation Plan for the City of Minot. This step in the Annual Plan process is for the Commission to conduct a public meeting on the plan and to take final action on it, within 60 days of its receipt, with or without modification. The Plan is then to be forwarded to the City Council for confirmation as submitted, or for modification and confirmation as part of the Annual Budget process.

As part the plan preparation process, information has been gathered to survey the market area for any changes in salaries for the benchmark positions by extracting salary survey data on specific benchmark job classes from municipalities and counties in the designated North Central portion of the United States.

Based on the information provided in the various markets, and internal statistical information regarding recruitment and retention, the proposed plan recommends changes in range for various positions and recommendations regarding its annual maintenance and implementation.

Highlights of the plan and recommendations for the future will be reviewed at this meeting.